

DATA ELEMENT DEFINITIONS

A. PERSONAL INFORMATION

This section contains information about an individual's name, background, military status, address, and health.

Entity Uses: Emergency Contact
 Staff Member

Name—A word or series of words by which a subject is known and distinguishable.

0010 † **First Name**—A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0020 † **Middle Name**—A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0030 † **Last/Surname**—The name borne in common by members of a family.

Entity Uses: Staff Member

0040 † **Generation Code/Suffix**—An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Uses: Staff Member

0050 **Personal Title/Prefix**—An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Uses: Staff Member

0060 **Alias**—An assumed name, or a name by which an individual is otherwise known.

Entity Uses: Staff Member

0070 **Former Legal Name**—A previously recognized legally accepted name that is no longer valid.

Entity Uses: Staff Member

0080 **Last/Surname at Birth**—The original surname of an individual as identified at birth before any subsequent changes (e.g., the surname of a woman before accepting a married surname).

Entity Uses: Staff Member

0090 **Nickname**—A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

Entity Uses: Staff Member

0100 **Tribal or Clan Name**—A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

Entity Uses: Staff Member

0110 **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Background Information—Personal information about and particular to an individual, organization, or institution.

0130 † **Social Security Number (SSN)**—The nine-digit number of identification assigned to the individual by the Social Security Administration.

Entity Uses: Staff Member

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Staff Member

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number

02 Health record number

03 Medicaid number

04 Professional certificate or license number

05 School-assigned number

06 District-assigned number

07 State-assigned number

08 Selective service number

09 Migrant number (not applicable for this entity)

10 Social Security Administration number

11 US government Visa number

12 Personal identification number (used for access into system)

13 Family unit number (not applicable for this entity)

14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)

15 LEA number for school (not applicable for this entity)

16 SEA number for school (not applicable for this entity)

17 SEA number for LEA (not applicable for this entity)

18 NCES number for school (not applicable for this entity)

19 NCES number for a LEA (not applicable for this entity)

20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)

21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)

22 College Board Admission Testing Program (ATP) number (not applicable for this entity)

23 American College Testing (ACT) Program number (not applicable for this entity)

24 Federal identification (not applicable for this entity)

25 Dunn and Bradstreet number (not applicable for this entity)

99 Other

Entity Uses: Staff Member

0160 **Identification Expiration Date**—The month, day and year on which the identification document expires and is no longer valid.

Entity Uses: Staff Member

- 0170 † **Hispanic or Latino Ethnicity**—An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

01 Hispanic or Latino

02 Non-Hispanic/Latino

Entity Uses: Staff Member

- 0180 † **Race**—The general racial category which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.¹ [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one.]

01 American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

02 Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

03 Black or African American—A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

04 Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

05 White—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Staff Member

- 0190 **National/Ethnic Origin Subgroup**—The national or ethnic subgroup of a person other than “American.” Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, or Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal registration could be listed for Alaska Natives or American Indians (e.g., Navaho).

Entity Uses: Staff Member

- 0200 † **Sex**—A person's gender.

01 Female—A woman or a girl.

02 Male—A man or a boy.

¹ These categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Derivatives No. 15) by the Office of Management and Budget (OMB). While these categories do not reflect the current reporting requirements for all federal programs, they will be required for reporting data on individuals according to the schedule set by OMB (January 2003). See appendix D for further detail.

Entity Uses: Staff Member

0210 † **Birthdate**—The month, day, and year on which an individual was born.

Entity Uses: Staff Member

0220 **Birthdate Verification**—The evidence by which an individual's date of birth is confirmed.

01 Baptismal or church certificate—A form, issued by a church, listing the birthdate and certifying the baptism of a child.

02 Birth certificate—A written statement or form issued by an office of vital statistics verifying the name and birthdate of a child as reported by the physician attending at the birth.

03 Entry in a family Bible—An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

04 Hospital certificate—A certificate issued by a hospital verifying the name and birthdate of a child.

05 Parent's affidavit—A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

06 Passport—Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

07 Physician's certificate—A certificate issued by the physician attending at birth, verifying the name and birthdate of a child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

08 Previously verified school records—A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

09 State-issued ID (e.g., from Department of Public Safety)—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

10 Driver's license—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally allows the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

11 Immigration document (e.g., passport and immigration visas)—An official document issued by a national government that would formally identify the holder of the document.

98 None

99 Other

Entity Uses: Staff Member

0230 **City of Birth**—The name of the city in which an individual was born.

Entity Uses: Staff Member

0240 **County of Birth**—The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

Entity Uses: Staff Member

- 0250 **State of Birth Code**—The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Staff Member

- 0260 **Name of State of Birth**—The name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

Entity Uses: Staff Member

- 0270 **Country of Birth Code**—The code for the name of the country in which an individual was born.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Staff Member

- 0280 **Name of Country of Birth**—The name of the country in which an individual was born.

Entity Uses: Staff Member

- 0290 **Citizenship Status**—The description that best identifies the status of an individual's citizenship and/or residency in the United States.

01 Dual national—An individual who is a citizen of one or more countries in addition to the United States.

02 Non-resident alien—An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students).

03 Resident alien—An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.

04 United States citizen—An individual who is a citizen of only the United States regardless of how this status was acquired.

99 Other

Entity Uses: Staff Member

- 0300 **Country of Citizenship Code**—The code for the country to which an individual acknowledges citizenship.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Staff Member

- 0310 **Name of Country of Citizenship**—The name of the country to which an individual acknowledges citizenship.

Entity Uses: Staff Member

0320 **First Entry Date (into the United States)**—The month, day, and year of an individual's initial arrival into the United States in order to establish residency.

Entity Uses: Staff Member

0330 **Employment Eligibility Verification**—The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to prove his or her eligibility to be legally employed in the United States.²

01 U.S. passport

02 Certificate of U.S. citizenship (INS Form N-560 or N-561)

03 Certificate of naturalization (INS Form N-550 or N-570)

04 Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization

05 Alien registration receipt card with photograph (INS Form I-151 or I-551)

06 Unexpired temporary resident card (INS Form I-688)

07 Unexpired employment authorization card (INS Form I-688A)

08 Unexpired reentry permit (INS Form I-327)

09 Unexpired refugee travel document (INS Form I-571)

10 Unexpired employment authorization document issue by the INS which contains a photograph (INS Form I-688B)

11 U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

12 Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)

13 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

14 Native American tribal document

15 U.S. citizen ID card (INS Form I-197)

16 ID card for use of resident citizen in the United States (INS Form I-179)

17 Unexpired employment authorization document issued by the INS (other than those listed above)

99 Other

Entity Uses: Staff Member

0340 **Language Type**—An indication of the function and context in which an individual uses a language to communicate.

01 Correspondence language—The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

02 Dominant language—The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

03 Home language—The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

² Options for this data element are extracted from the Employment Eligibility Verification Form I-9 (Revised 12-21-91), available from the Immigration and Naturalization Service of the U.S. Department of Justice.

04 Native language—The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

05 Other language proficiency—Any language or dialect, other than the dominant language, in which an individual is proficient.

99 Other

Entity Uses: Staff Member

0350 **Language Code**—The code for the specific language or dialect that an individual uses to communicate.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses: Staff Member

0360 **Name of Language**—The name of the specific language or dialect that an individual uses to communicate.

Entity Uses: Staff Member

0370 **Religious Background**—The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

- 01 Amish**
- 02 Assembly of God**
- 03 Baptist**
- 04 Buddhist**
- 05 Calvinist**
- 06 Catholic**
- 07 Eastern Orthodox**
- 08 Episcopal**
- 09 Friends**
- 10 Greek Orthodox**
- 11 Hindu**
- 12 Islamic**
- 13 Jehovah's Witnesses**
- 14 Jewish**
- 15 Latter Day Saints**
- 16 Lutheran**
- 17 Mennonite**
- 18 Methodist**
- 19 Pentecostal**
- 20 Presbyterian**
- 21 Other Christian denominations**
- 22 Seventh Day Adventist**
- 23 Tao**
- 24 Unitarian Universalist**
- 25 Christian Scientist**
- 26 Nazarene**
- 98 None**
- 99 Other**

Entity Uses: Staff Member

0380 **Marital Status**—The condition of an individual with regard to marriage.

01 Legally separated

02 Married

03 Not married (never married, legally divorced, widowed, or marriage annulled)

Entity Uses: Staff Member

0390 **Disability Status**—A physical or mental impairment that substantially limits one or more major daily life activities.³

Entity Uses: Staff Member

0400 † **Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent or the highest degree received).

01 No school completed

02 Nursery school

03 Kindergarten

04 1st, 2nd, 3rd, or 4th grade

05 5th, 6th, 7th, or 8th grade

06 9th grade

07 10th grade

08 11th grade

09 12th grade, no diploma

10 High school graduate

11 High school diploma or the equivalent

(e.g., GED or recognized homeschool)

12 Adult Basic Education Diploma

13 Post graduate (Grade 13)

14 Vocational certificate

15 Formal award, certificate or diploma (less than one year)

16 Formal award, certificate or diploma (more than or equal to one year)

17 Some college but no degree

18 Associate's degree (two years or more)

19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)

20 Graduate certificate

21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)

22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)

23 Specialist's degree (e.g., Ed.S)

24 Post-Professional degree

25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)

99 Other

Entity Uses: Staff Member

Military Status—Information about an individual's military service including dates of entry and discharge.

0410 **Military Service Type**—The branch of the Armed Forces in which an individual serves/served.

01 United States Air Force

02 United States Army

03 United States Coast Guard

³ Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

04 United States Marine Corps
05 United States Navy
06 National Guard

Entity Uses: Staff Member

0420 † **Military Duty Status**—The current military status of an individual.

01 Active duty—An individual who is currently engaged in full-time military service.

02 Ready reserve, selected reserve—An individual assigned to a unit designated by his or her Service and approved by the Chairman of the Joint Chiefs of Staff as essential to wartime missions. These units have priority for training, equipment, and personnel over other Reserve elements. Individual Mobilization Augmentees are members of the Selected Reserve not attached to an organized Reserve unit. They are assigned to an Active component organization, the Selective Service System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.

03 Ready reserve, individual ready reserve (IRR)—An individual assigned to a manpower pool of pre-trained members who have already served in Active component units or in the Selected Reserve. IRR members are liable for involuntary active duty and fulfillment of mobilization requirements.

04 Ready reserve, inactive national guard (ING)—An individual assigned to the Army National Guard who is on inactive status. (The Air National Guard does not maintain members in the ING.) Members of the ING are attached to National Guard units but do not participate in training activities. Upon mobilization under the required authority, they would report to their units. To remain members of the ING, individuals must report annually.

05 Standby reserve—An individual who has completed all obligated or required service or has been removed from the Ready Reserve due to circumstances of civilian employment, ineligibility for mobilization, temporary hardship, or disability. They maintain affiliation, but are not assigned to a unit and do not perform training. (Army National Guard and Air National Guard do not have a Standby Reserve.)

06 Retired reserve—An individual placed on retired status based upon the completion of 20 or more qualifying years of individual or combined Reserve and Active component service.

98 None

Entity Uses: Staff Member

0430 **Military Entry Date**—The month, day, and year on which an individual entered the military service.

Entity Uses: Staff Member

0440 **Military Discharge Date**—The month, day, and year on which an individual was discharged from the military service.

Entity Uses: Staff Member

0450 **Military Discharge Type**—The type of discharge that an individual was granted upon leaving the Armed Forces.

01 Honorable
02 General
03 Dishonorable

Entity Uses: Staff Member

0460 **Military Reserve Obligation Ending Date**—The month, day, and year on which an individual's obligation to the Military Reserve ends.

Entity Uses: Staff Member

Address/Contact Information—Information that can be used to direct communication to an individual, organization, or institution.

0470 † **Address Type**—The type of address listed for an individual or organization.

01 Permanent home address—physical location of home

02 Other home address

03 Mailing address—other address or P.O. Box address

04 Campus address

05 Employer's address

06 Employment address

07 Organization's address

99 Other

Entity Uses: Staff Member

0480 † **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Staff Member

0490 † **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: Staff Member

0500 † **City**—The name of the city in which an address is located.

Entity Uses: Staff Member

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Staff Member

0520 † **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Staff Member

0530 † **Name of State**—The name of the state (within the United States) or extra-state jurisdiction in which an address is located.

Entity Uses: Staff Member

0540 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Staff Member

0550 **Country Code**—The code for the country in which an address is located.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Staff Member

0560 **Name of Country**—The name of the country in which an address is located.

Entity Uses: Staff Member

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

0580 † **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Staff Member

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home telephone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Staff Member

0600 † **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Staff Member

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: Staff Member

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Staff Member

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Staff Member

Emergency Contact—An individual who is to be notified in the event of an emergency involving a staff member.

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Emergency Contact

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number

02 Answering service

03 Beeper number

04 Telephone extension

05 Home facsimile number

06 Home telephone number

07 Night telephone number

08 Other residential facsimile number

09 Other residential telephone number

10 Appointment telephone number

11 Personal cellular number

12 Personal telephone number

13 Telex number

14 Tele-mail

15 Voice mail

16 Work cellular number

17 Work facsimile number

18 Work telephone number

99 Other

Entity Uses: Emergency Contact

0600 **Communication Number**— The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Emergency Contact

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal

02 Work

99 Other

Entity Uses: Emergency Contact

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Emergency Contact

Health Information —Information about an individual's health including immunizations and injuries as they relate to his or her employment.⁴

0640 **Medical Examination Type**—A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process or impairment.

01 Vision evaluation—An examination used to measure an individual's ability to see.

02 Hearing evaluation—An examination used to measure an individual's ability to perceive sounds.

03 Speech and language evaluation—An examination used to measure an individual's ability to communicate orally with others.

04 Routine physical examination/screening—A physical examination used to assess an individual's general health condition.

05 Special physical examination—A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

06 Physical examination for sports participation—An examination used to determine an individual's fitness to participate in the physical education program and/or interscholastic athletics. This examination is often required by an education institution, or local or state agency. (Not generally used for staff.)

07 Employment evaluation—An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

08 Psychological evaluation—An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

99 Other

⁴ Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

Entity Uses: Staff Member

0650 **Medical Examination Date**—The month, day, and year on which a health evaluation occurred.

Entity Uses: Staff Member

0660 **Medical Examination Results**—A written report outlining specific findings of an individual's health examination or health test as determined by a qualified professional.

Entity Uses: Staff Member

0670 **Emergency Factor**—An identification of a physical or medical condition of potential special significance during an emergency treatment.

01 Allergy, aspirin
02 Allergy, insect bite
03 Allergy, iodine
04 Allergy, penicillin
05 Allergy, sulpham
06 Allergy, multiple
07 Asthma
08 Contact lenses worn
09 Diabetes
10 Drug dependency
11 Epilepsy
12 Hearing impaired
13 Heart disease
14 Hemophilia
15 Rheumatic fever
16 Speech impaired
17 Vision impaired
98 None
99 Other

Entity Uses: Staff Member

0680 **Other Health Data and Medical Condition**—Information concerning an individual's health which is not provided in the above data elements (e.g., consideration for healthy life choices such as "non-smoker").

Entity Uses: Staff Member

0690 **Religious Consideration**—A restriction or other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Uses: Staff Member

0700 **Special Adaptation Requirements**—The description of special adaptation due to health or religious reasons that an individual needs to perform his or her duties.

Entity Uses: Staff Member

0710 **Insurance Coverage**—The nature of insurance covering an individual's hospitalization and other health or medical care.

01 Workplace
02 Non-workplace / personal
03 None

99 Other

Entity Uses: Staff Member

0720 **Health Care Plan**—The description or title of the health care plan by which the individual is covered.

Entity Uses: Staff Member

0730 **Hospital Preference**—The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

Entity Uses: Staff Member

0740 **Medical Waiver**—The description or special notation, if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

Entity Uses: Staff Member

0750 **Other Special Health Needs, Information, or Instructions**— The description or detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

Entity Uses: Staff Member

Immunizations—Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

0760 **Immunization Type**—An indication of the type of immunization that an individual has satisfactorily received.

Entity Uses: Staff Member

0770 **Immunizations Mandated by State Law for Participation**—An indication that an immunization is specifically required by an organization or governing body. Some diseases for which immunizations are most frequently required include: Diphtheria, Hepatitis B, Influenza, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella (German measles), Rubeola (measles), Small Pox, Tetanus, Tuberculosis (BCG), and Rh. Immune Globulin.

01 Required
02 Not required

Entity Uses: Staff Member

0780 **Immunization Date**—The month, day, and year on which an individual receives an immunization.

Entity Uses: Staff Member

0790 **Immunization Status Code**—An indication of circumstances or situations affecting the immunization of an individual.

01 First inoculation
02 Second inoculation
03 Third inoculation
04 Fourth inoculation
05 Fifth inoculation
06 Sixth inoculation
07 Seventh inoculation

08 Eighth inoculation
09 Ninth inoculation
10 Medical exemption
11 Personal exemption
12 Religious exemption
13 Already had the disease
99 Other

Entity Uses: Staff Member

Injury—Information about any incident in which an individual is injured during the official performance of duties.⁵

0800 **Injury Type Code**—The code for the description of an injury that was sustained during the official performance of duties that might or does affect an individual's job performance.

(Note: A list of medical conditions and their codes can be found in appendix H.)

Entity Uses: Staff Member

0810 **Injury Description**—A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Uses: Staff Member

0820 **Injury Occurrence Date**—The month, day and year on which an individual was injured.

Entity Uses: Staff Member

0830 **Injury Occurrence Location**—A designation or description of the site at which the injury took place.

01 At the workplace
02 Not at the workplace but performing job duties
99 Other

Entity Uses: Staff Member

0840 **Witness to Injury**—The individual or group of individuals that can give a firsthand account of the injury suffered by an individual.

Entity Uses: Staff Member

0850 **Physician Diagnosing Injury**—The medical specialist who identifies or determines the nature and cause of the injury or disease suffered by an individual, through an evaluation of the patient's history, a medical examination, or a review of laboratory results.

Entity Uses: Staff Member

0860 **Worker's Compensation Claim Filed**—An indication as to whether a claim was filed in a system of no-fault insurance that pays benefits to employees for accidental injuries or diseases related to the employee's work.

⁵ Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.

01 Yes
02 No
97 Unknown

Entity Uses: Staff Member

0870 **Worker's Compensation Claim Filing Date**—The month, day and year on which an individual filed an insurance claim for his or her injury.

Entity Uses: Staff Member

0880 **Health Award Amount/Benefit**—The amount or type of benefits paid to an individual through worker's compensation.

Entity Uses: Staff Member